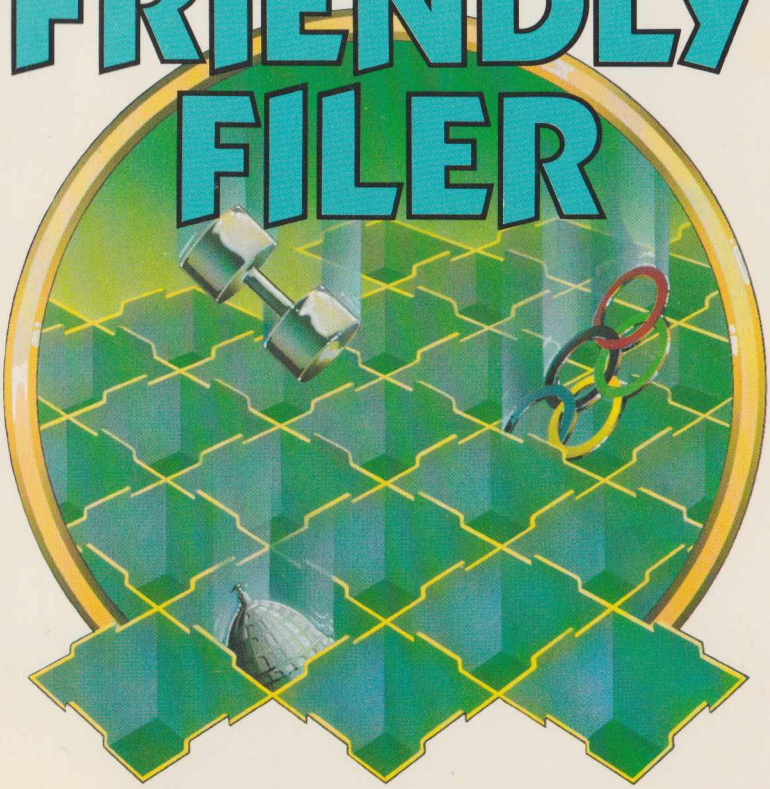
FRIENDLY FILER



USER GUIDE

COMMODORE VERSION

GROLIER ELECTRONIC PUBLISHING INC.

Friendly Filer™

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PART I—HOW TO OPERATE THE PROGRAM

What Computer Keys are Used in Friendly Filer?

There's no need to memorize commands; directions will appear on the screen. All the different symbols you will use are listed below. If you don't already know where they are on the keyboard, try locating them before you start.

- Use the keys like a typewriter when you create FILES, fill in RECORDS, or answer Challenge Questions.
- When you type in a number, use the numbers in the top row of the keyboard. (Do not use the letter "L" for "one;" do not use the letter "O" for "zero.")
- Type numbers *without commas.*
- Use the cursor ←, backspace key or DELETE <DEL> to erase.
- When viewing RECORDS, use SPACE BAR to see the next RECORD(S) or use the backspace key located in the upper left corner of the keyboard or the cursor key ← to review RECORD(S) you have already seen.
- Press SPACE BAR to go on to the next screen.
- Press RETURN to enter a response.
- Press <F1> to go back to a previous menu.
- Type "y" for "yes;" type "n" for "no." If you type anything other than the commands the computer is programmed to accept, nothing will happen.

About Friendly Filer

Friendly Filer teaches you a very powerful and important use of the computer—database management. It stores pieces of related information (data) in an organized fashion and then allows you to:

- SORT the information (order it in various ways).
- SELECT parts of it (choose what you want to look up).
- DISPLAY as much of it as you choose.
- PRINT as much of it as you choose.

With *Friendly Filer,* you can:

- Learn what database management is all about.
- Learn how to use this simple database manager, *Friendly Filer.*
- Use *Friendly Filer* to keep track of important household records and information.
- Use it as a fabulous study aid, to keep track of data for school reports.
- Use it for yourself, to keep information about hobbies, such as stamp collections, or sports records.

- Use Grolier's *Friendly Files* (available separately) to learn and explore facts on a wide range of subjects.

What Are the Benefits of Using Friendly Filer?

- You will become more "computer literate." A database manager is the most widely used type of computer program.
- By practicing with *Friendly Filer's* "Animals Files" you learn to use a database manager to find information and to solve problems.
- You will have at your disposal a real database management tool, simple and easy-to-use, yet powerful enough to serve students, teachers, and parents in an unlimited number of school and home applications.
- You can improve your logical thinking and inquiry skills as you work out new and better ways to feed in and retrieve information.

What Activities Are on the Friendly Filer Disk?

On Side One, *Friendly Filer* contains four parts:

- *Introduction*—an animated introduction teaches you the concept of a database manager.
- *Learn to Use Friendly Filer*—an interactive tutorial teaches you the basic vocabulary of database managers and then teaches you how to use *Friendly Filer,* step-by-step.
- *Practice with Friendly Filer*—a set of challenging questions based upon the "Animals File" gives you practice using a FILE to find information. The "Animals File" contains the names and six other FIELDS of information about 20 different animals. Before making your own FILES you can practice database management skills as you look for the answers by SORTing, SELECTing, and DISPLAYing information in the "Animals File." SORT, SELECT, and DISPLAY, and all the other terms that are used with *Friendly Filer,* are explained in the section "What Terms Do I Need to Know?" as well as in the disk's tutorial.
- *Use Friendly Filer*—this surprisingly powerful but simple database management tool enables you to store and organize whatever information you choose.

On Side Two, *Friendly Filer* contains the "Presidents File" with room for your own FILE of 360 RECORDS plus another FILE of 192 RECORDS.

The software is easy to use and requires little or no previous knowledge about computers or database managers. To use *Friendly Filer* you need:

1. A Commodore 64 computer.
2. A monitor or a television set with a RF modulator.
3. A Commodore 1541 disk drive.
4. The *Friendly Filer* program disk.
5. A Commodore MPS 1525, 801, or 803 printer or a compatible dot matrix printer interfaced with your computer.

Next you must "boot up" the *Friendly Filer* disk: (*Friendly Filer* will not work with some of the programs designed to speed the loading process. Some fast-load programs may cause files to be destroyed.)

1. Before turning the computer on, remove the disk from its protective sleeve, holding it by the end with the label. **Do not touch the exposed plastic parts of the disk.**
2. Hold the disk with the label side up; insert it gently into the disk drive and close the door.
3. Turn on the monitor, the disk drive, and the computer. When the word READY and the flashing cursor appear on the screen, type:

   LOAD "BOOT",8

   After the messages, SEARCHING FOR BOOT and LOADING, appear, the READY message and the flashing cursor will reappear. Now type:

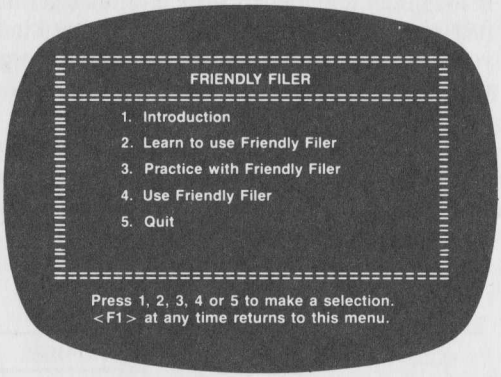
   RUN

After the *Friendly Filer* title screens appear, the program will start loading. When loading is complete, the disk menu will appear.

Treat disks with care!
They can be damaged if:

- something spills on them
- they are bent
- the exposed plastic areas get dirty
- they are exposed to extreme heat, cold, humidity, or a powerful magnet

The *Friendly Filer* program is so simple that you don't even need this book to get started. Just "boot up" the disk (load the program from the disk to the computer) and you can choose which one of the four parts of *Friendly Filer* to use from this introductory menu:


FRIENDLY FILER
1. Introduction
2. Learn to use Friendly Filer
3. Practice with Friendly Filer
4. Use Friendly Filer
5. Quit
Press 1, 2, 3, 4 or 5 to make a selection.
<F1> at any time returns to this menu.

To learn what a database manager is, and to get to know just how *Friendly Filer* works, choose #1 and then #2 from this main menu.

The *InfoImp* is your guide and shows you what to do. Just start at the beginning, and proceed step by step.

What Materials Do I Need to Get Started?

All you need to begin is the *Friendly Filer* program disk, a Commodore 64, a Commodore 1541 disk drive and a monitor. When you are ready to work with FILES of your own in *Friendly Filer* (that is, when you choose #4, "Use Friendly Filer," on the disk menu), you will need a blank disk. You may also use Side Two of the program disk for your first few FILES.

If you have a printer (See the section "How Do I Print From Friendly Filer?"), you can make permanent copies of the information you see on the screen.

How Much Help Will I Need with Friendly Filer?

You may not need any help at all. The "Introduction" and "Learn to Use Friendly Filer" sections on the program disk teach a beginner how to use the program. Part II, page 18, of this book can be useful for particular subjects that you might choose to put into a FILE.

What Terms Do I Need to Know?

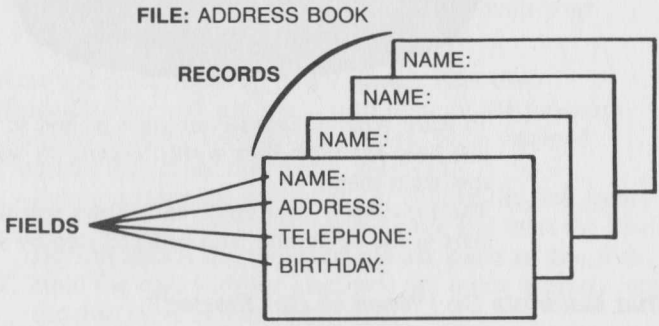
DATABASE MANAGER

The technical name for a computer program like *Friendly Filer* is "database manager." Data is the Latin word for information.

What does a database manager do?

FILES, RECORDS, and FIELDS

It uses the computer to store and manage information. But first you have to tell the computer what kind of information you want it to store and how you want it organized. In other words, you have to create FILES. FILES contain RECORDS and FIELDS. If you were storing information the old-fashioned way, using a box of cards, the box of cards would be the FILE; each card would be a RECORD; and the categories of information on each card would be the FIELDS. Below is a diagram that shows you how FILES, RECORDS, and FIELDS are related.



A FILE is defined by its FIELDS. Once you have created a FILE by defining (or naming) its FIELDS, every RECORD in that FILE will have the same FIELD names. For example, you might create a name and address file. You define the following four FIELDS:

1. NAME
2. ADDRESS
3. PHONE
4. BIRTHDAY

With *Friendly Filer* you can create up to 360 RECORDS in that FILE. Each RECORD will have the same four FIELDS but every RECORD will be for a different person.

In *Friendly Filer,* you can store up to a minimum of 642 RECORDS on a data disk. These RECORDS may be stored in one or more FILES. Each RECORD can have up to seven FIELDS.

SORT

Once you have FILES to work with, you will be able to SORT their RECORDS. To SORT means to arrange the RECORDS in order, either alphabetically or by number, according to one of the FIELDS. For example, you might choose to SORT your address file alphabetically by last name. NAME is one of the FIELDS you have created. In this case it would be important to enter the last name first so the computer can do the SORT the way that you want it.

SELECT Another term you will learn is SELECT. To SELECT means to tell *Friendly Filer* to look through a FILE and find the specific RECORD that you want.

FILE DISK A FILE DISK is the data disk that you need to have, in addition to the *Friendly Filer* program disk, to save the FILES that you create. (See "How Do I Make My Own Files?," "How Do I Format a File Disk?," and "What Happens When My File Won't Fit on a Disk?.")

The "Presidents File" on Side Two of the *Friendly Filer* program disk gives you a sample of the *Friendly Files* available separately for use with *Friendly Filer.** The "Presidents File" offers information on all 39 presidents, and is valuable for home study projects as well as general information. *Friendly Files* is a series of disks loaded with data on such topics as Science and Nature Facts, U.S. and World facts, and "Trivia Hit Parade," including movies, records, books, and Olympic information.

FORMATTING To format a FILE DISK means to prepare it to accept *Friendly Filer* data. If a disk has FILES on it other than *Friendly Filer* FILES, they will be erased in the formatting process.

What Kinds of Things Can I Put into Friendly Filer?

You can put all sorts of facts into a *Friendly Filer* FILE as long as they have something in common. There are many good uses for *Friendly Filer* FILES for school work. Your FILE might be a collection of facts that you want to organize and remember for homework. For example, a FILE of states might include these FIELDS: NAME, STATE CAPITAL, AREA, POPULATION, STATE FLOWER, and STATE BIRD.

You might produce a FILE as the first step in creating a bibliography for your term paper. It would include these FIELDS: AUTHOR, TITLE, PUBLISHER, CITY, DATE, and PAGES READ.

A FILE of vocabulary words might include these FIELDS: the WORD, a SYNONYM, an ANTONYM, the ROOT, a RELATED WORD, and HOW USED.

There are many other uses for *Friendly Filer.* You might make a FILE that lists your friends and their addresses, phone numbers, and birthdays. You might also want to make a FILE of the information about the stamps in your collection, with their dates, countries, and prices.

There are also many valuable uses for *Friendly Filer* FILES

* This formatted file disk also allows you room for some of your own files. You may add a FILE of 360 RECORDS plus another FILE of 192 RECORDS; six FILES of up to 90 RECORDS each; or three FILES of up to 180 RECORDS.

in the home. FILES can be created for an inventory of home furnishings, credit card information, tax deductions, monthly expense records, club files, and even a diet manager.

How Does Friendly Filer Teach Me to Do All This?

By choosing sections #1, "Introduction," and #2, "Learn to Use Friendly Filer," from the main menu, you meet *InfoImp,* a friendly computer character who guides you through sample FIELDS to show how a database manager can SORT, SELECT, and DISPLAY information. *InfoImp* teaches you how to ADD a record to *Friendly Filer's* "Favorite Things File" by guiding you through the process of filling in a RECORD about yourself and your favorite things.

By choosing #3 on the main menu, "Practice with Friendly Filer," you can try your hand at manipulating a FILE, using the built-in "Animals File." This is a "read only" FILE, which means that you can SORT and SELECT facts within the database about animals as much as you want, but you cannot ADD or CHANGE any of the RECORDS because the FILE has been provided for instructional practice only.

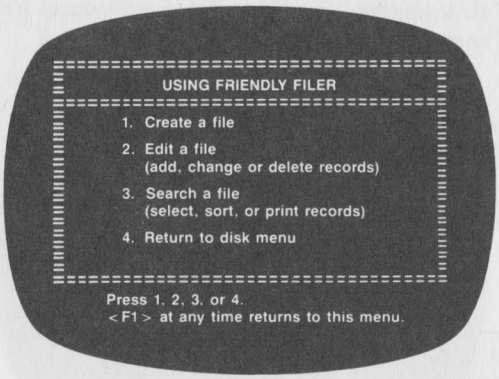
The practice session offers three levels of challenge questions. The first two provide hints—efficient ways to use *Friendly Filer* to get the answer when you don't find the correct answer on your own. The advanced questions expect you to use the tool on your own. You may want to try working with a friend, so you can discuss how each of you uses *Friendly Filer* to get the answer. Each time you finish a set of challenges in the "Animals File," the program returns you to the menu and you can choose the level of challenge questions to try next.

There are frequently two or more ways to use a database manager to obtain information, and one might be faster than the other; that is, one might take fewer steps. Working with a partner on the challenge questions gives you a chance to discuss how to use *Friendly Filer* to get the facts you need in the fewest steps.

How Do I Make My Own Files?

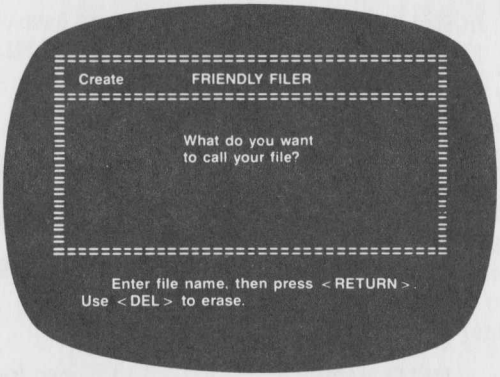
When you "boot up" the *Friendly Filer* program disk, choose #4, "Use Friendly Filer," from the Introductory menu. The program will then ask you what you want to do.

STEP 1

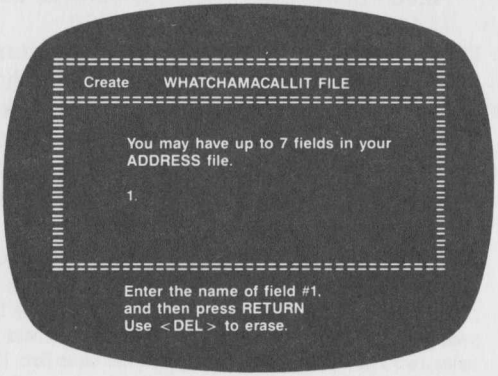

USING FRIENDLY FILER
1. Create a file
2. Edit a file
(add, change or delete records)
3. Search a file
(select, sort, or print records)
4. Return to disk menu
Press 1, 2, 3, or 4.
< F1 > at any time returns to this menu.

Choose #1, "Create a File," and the program will prompt you through the process of setting up your FILE.

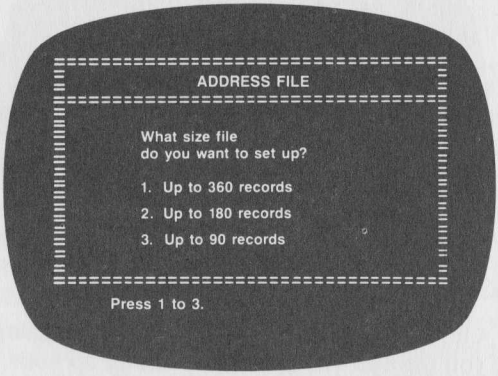
STEP 2 Giving it a title:



STEP 3 Deciding what fields it will have:


Create WHATCHAMACALLIT FILE
You may have up to 7 fields in your
ADDRESS file.
1.
Enter the name of field #1,
and then press RETURN
Use < DEL > to erase.

STEP 4 Deciding how many records you want to have, so enough space is set aside on your file disk:



STEP 5 Adding records to your new file:
(See page 13—"How Do I Put Information into My Files?)

In Step 3, *Friendly Filer* allows you to have up to seven FIELDS in a RECORD. When you create a FILE, you can use:

- 31 characters for the title of the FILE*
- 20 characters for a FIELD name
- 37 characters for the FIELD values

Characters include spaces, letters, numbers, symbols, and punctuation marks. Sometimes it may be necessary to abbreviate. Below is an example of a FILE you may create.

Title of the FILE	Favorite Things FILE
FIELD NAME	1. Name
FIELD NAME	2. Age
FIELD NAME	3. Favorite food
FIELD NAME	4. Favorite sport
FIELD NAME	5. Favorite color

Don't worry if you make any spelling errors, or if you want to change the name of a FIELD after you have typed it in. Before you set aside space on the FILE disk to save your FILE, *Friendly Filer* gives you a chance to correct and/or change each of the FIELD names until you have them exactly as you want. Once you have saved your FILE, you cannot change FIELD names. If you decide you need new FIELD names, you need to create a new FILE.

To save your FILE, you will need to have a FILE disk on

* The Commodore Operating System will only list the first 12 characters of your FILE title in the Disk Directory. Therefore, be sure that you do not name two FILES on the same disk with the same first 12 characters.

hand. This is either a blank disk, or a disk with some other *Friendly Filer* FILES, such as Side Two of the program disk, or a disk that you are willing to erase.
Unless the disk has already been used for *Friendly Filer* FILES, you will have to format this disk with *Friendly Filer.* When a disk is formatted, the program clears the disk of everything that is on it and prepares it to accept *Friendly Filer* data. **Be sure there's nothing on the disk that you or anyone else wants saved!**

How Do I Format A File Disk?

Formatting or initializing a disk means to make it compatible with your computer and the software program you are using. It is helpful to have a few initialized or formatted disks available at all times. Follow these directions to format a disk for your Commodore 64 computer and *Friendly Filer* program.

1. Put the *Friendly Filer* disk in the disk drive and boot the program. Select #4, "Use Friendly Filer," from the disk menu.
2. Press #1, "Create a file," and make up a short FILE. You can call it "Junk." Enter one FIELD in this FILE. "Junk" is a dummy FILE which is eliminated when this processs is completed.
3. The program will change from "Create" to "Format." Follow the on-screen instructions which give directions on how to format a disk. When the disk has been formatted successfully, the screen reads, "Formatted OK Press <RETURN> to continue." The program will return to the "Create" file and will read: "Junk file created. Press <SPACE BAR> to go on."
4. Pressing the SPACE BAR will return to the "Using Friendly Filer" menu. Do not press any of the number choices. Hold down the CONTROL KEY with your left hand and press U with your right hand to call up the DELETE function and follow the directions on the screen for deleting the "Junk" file.
5. You now have a data disk which is formatted but contains no FILES.
6. You can create several *Friendly Filer* formatted data disks in this manner and have them available if you run out of space on an existing data disk or wish to create a new FILE on a disk of its own.

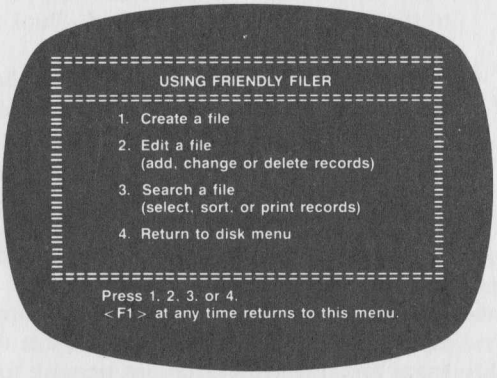
How Big a File Can I Create?

The *Friendly Filer* program is flexible and provides for different methods of filling a data disk. Here are important points to remember:

- Each FILE can contain a maximum of seven FIELDS of information.
- One FILE with seven FIELDS can hold up to 360 RECORDS.
- Smaller FILES with fewer RECORDS make it possible to fit more FILES on a disk.
- Each FILE name or title can contain a maximum of 31 characters.* Characters include spaces, letters, numbers, symbols, and punctuation marks.
- Each FIELD name can contain a maximum of 20 characters.
- The information in each FIELD or FIELD VALUE can contain up to 37 characters.
- If you use seven FIELDS in each FILE, then each disk will hold up to:
  - one FILE with 360 RECORDS plus one FILE with 282 RECORDS
  - two FILES each with 180 RECORDS plus one FILE with 282 RECORDS
  - seven FILES with 90 RECORDS plus one FILE with 12 RECORDS

How Do I Delete a File?

Every time you use *Friendly Filer* and choose #4 on the disk menu, this screen appears:


USING FRIENDLY FILER
1. Create a file
2. Edit a file
(add, change or delete records)
3. Search a file
(select, sort, or print records)
4. Return to disk menu
Press 1, 2, 3, or 4.
<F1> at any time returns to this menu.

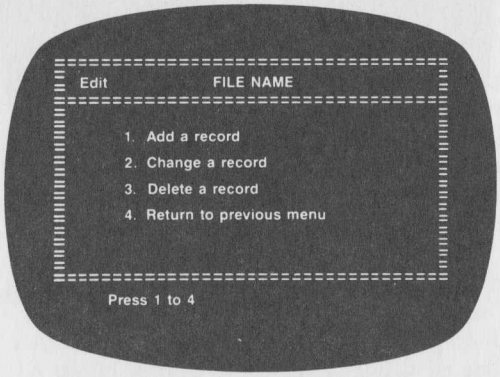
If you want to DELETE a FILE, ignore choices 1, 2, 3, or 4. Hold down the CONTROL KEY with your left hand and press U with your right hand. A File Directory will appear which lists the contents of the data disk. Press the number

* See footnote page 10.

of the FILE you wish to DELETE. Since a DELETE is final, *Friendly Filer* asks you to repeat the DELETE command before a FILE is permanently erased. After the FILE is erased, the program returns to the "Using Friendly Filer" menu.

How Do I Put Information into My Files? Can I Change It?

Once you have created a FILE, the program will take you back to the Create/Edit/Search menu. Choose #2, "Edit a File." Now you will see a File Directory. Type the number of the FILE you want, and you will see this "Edit" menu.



Friendly Filer gives you a chance to add, change, and/or delete any RECORDS in your file.

Remember, you cannot add, change or delete any FIELD names at this time. (See User Tips.)

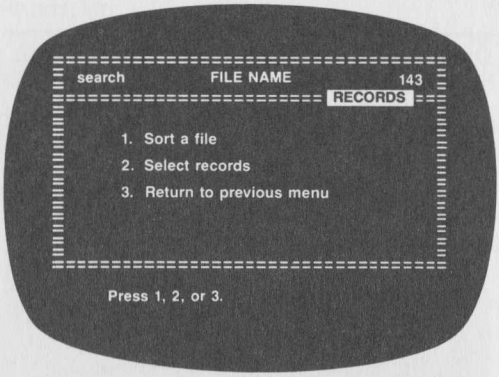
To ADD a RECORD, choose #1 from this menu, then follow the prompts to fill in the information for each FIELD as it is highlighted. In general, your first FIELD should be the RECORD name because, when you SORT a FILE, the program will always display the first FIELD. Press RETURN when done, and then ADD more RECORDS if you wish.

To change a RECORD, press #2. Find the RECORD by typing in its name or by searching through the first FIELD of all of the records. Then make changes in the contents of any FIELD or FIELDS you wish.

To DELETE a RECORD, press #3. Type in the name of the RECORD you want to DELETE, and then press "y" for "yes" when *Friendly Filer* asks if you want it deleted. You must enter the complete name exactly as it appears in FIELD #1 in the RECORD.

If you can't remember the NAME of the RECORD, *Friendly Filer* lets you go through all the RECORDS in your FILE until you find the one you want to DELETE. Since the DELETE is final, *Friendly Filer* asks you to repeat your command, and then your RECORD is deleted.

Choose #3, "Search a file," from the "Using Friendly Filer" menu. As soon as you have told *Friendly Filer* which FILE you want, you will see this menu.



SORT: If you press #1, "Sort a file," you can SORT your FILE by any one of the FIELDS in its RECORDS.
Here is a sample RECORD from the "Animals File:"

ANIMALS FILE

1. Name
   Black Snake
2. Classification
   Reptile
3. Number of appendages
   0
4. Survival status
   Stable
5. Warm or cold blooded
   Cold
6. Weight (kg.)
   .43
7. Life span (max. years)
   5.3

If you choose #1, "Name," *Friendly Filer* will SORT your FILE alphabetically. It will also SORT #2, "Classification," #4, "Survival Status" and #5, "Warm or Cold Blooded," alphabetically because these FIELDS all begin with letters. Any time you SORT by a FIELD that begins with a letter, the FILE will be in alphabetical order.
If, however, you asked *Friendly Filer* to SORT #3, "Number of Appendages," #6, "Weight," or #7, "Life Span," it would

SORT by number, from lowest to highest, because the information in each of those FIELDS begins with a number. **Do not use commas in your numbers or the computer will not SORT properly.**

When you have chosen the FIELD for SORTING, *Friendly Filer* will let you decide how you want to DISPLAY the information from your SORT. You may chose to DISPLAY only one FIELD, or as many FIELDS as you want—you may even decide to DISPLAY complete RECORDS. Be sure to DISPLAY every FIELD you want to see. Remember, in SORT, unless you instruct it otherwise, *Friendly Filer* will always DISPLAY your first FIELD.

SELECT: If you press #2, "Select Records," you can tell *Friendly Filer* to find the RECORDS that you want. You can SELECT RECORDS based on any FIELDS you choose. First you select the FIELD where that information is found; then you SELECT the specific information. For example, suppose you had a FILE that listed your friends and their addresses. You might have *Friendly Filer* find everyone who lives in Nebraska by SELECTing the FIELD "State," and typing "Nebraska". You don't have to type the whole word. All you have to type is enough of the word to distinguish your selection from information in other records.

A useful feature of *Friendly Filer* is its ability to find RECORDS for you even if you don't type in the complete FIELD value by which you want to SELECT; all you need to type is the beginning of the FIELD value you want *Friendly Filer* to use to SELECT. In the "Animals File," for example, suppose you wanted to SELECT the RECORDS on the American wolf. If you typed "A" you would get all the RECORDS whose FIELD NAME began with "A"—American buffalo, African elephant, American wolf, and alligator. However, if you typed "Am" you would get American buffalo *and* American wolf. You would have to type at least "American w" if all you wanted to SELECT was the American wolf RECORD. When you abbreviate, don't use periods unless you also used periods when you entered your data. *Friendly Filer* will look for *everything* that you typed—words, letters, numbers, punctuation marks. If the period is not in the RECORD, *Friendly Filer* will say, "No Record Found."

CHANGE DISPLAY: After you have SORTed or SELECTed RECORDS, you can change the FIELDS DISPLAYed by choosing #4, "Change DISPLAY," from the screen as shown on page 16.

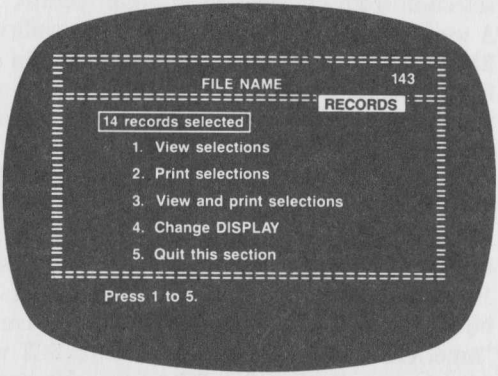
VIEW SELECTION: As you view RECORDS, use the SPACE BAR to see the next RECORD(S) or use the backspace key located in the upper left corner of the keyboard or the cursor ← to review RECORD(S) you have already seen.

What Happens When My File Won't Fit on a Disk?

The *Friendly Filer* program will tell you if you have created a FILE that is too big for the amount of space left on a FILE disk. If there are already other FILES on the data disk, you may need to use another FILE disk for your new FILE.
When there isn't room for your new FILE on a disk, there is often room for a smaller FILE that you may want to add some other time.
When a data disk is full, *Friendly Filer* tells you that you can't put a new FILE onto the disk. You can decide to use a new disk or make space by DELETing a FILE you no longer need.

How Do I Print from Friendly Filer?

After you have finished SORTing or SELECTing RECORDS, you can choose any of the options on this screen:



1. View selection. This lets you see on the screen all the RECORDS selected. As you view RECORDS, you may press the SPACE BAR to see new RECORDS or use the backspace key or the cursor ← to review RECORDS you have already seen.
2. Print selection. This will PRINT the RECORDS.
3. View and print selection.
4. Change display. This allows you to SELECT other FIELDS to be displayed after you have SORTed or SELECTed your RECORDS.

If you have a Commodore MPS 1525, 801, or 803 printer or a compatible dot matrix printer properly interfaced with your computer, you can PRINT the RECORDS from your FILE. Be sure your printer is connected and the power is turned on. Press #2 to PRINT the RECORDS selected without seeing them on the screen. Press #3 if you want to see your RECORDS on the screen as they are being printed.

Here is the "Salmon" RECORD from the "Animals File" as it would appear in print:

Name	**SALMON**
Classification	**FISH**
Number of Appendages	**4**
Survival Status	**STABLE**
Warm or Cold Blooded	**COLD**
Weight (Kg.)	**4.4**
Life Span (Max Years)	**13**

User Tips

If you are setting up a large FILE, it can take a lot of time to enter all the RECORDS. To be sure you are setting it up the way you want it, it's a good idea to enter one or two RECORDS first and play around with them. That way, you can check to see if you like the FIELD NAMES that you've chosen, and if you have all the FIELDS that you are going to need. Try SORT and SELECT with your mini-FILE to see if you are getting what you want. You may even find that you need to set up a new FILE altogether so you can ADD, DELETE, or change FIELD NAMES. For example, suppose you set up a FILE of facts to study from and choose to have seven FIELDS. As you look over your FILE and review your notes, you realize that you need to change two of your FIELDS. Aren't you glad you discovered your mistake before you made fifty different RECORDS?

Many Ways to Use Friendly Filer

There are many different ways to use this tool. You will think up lot of ideas of your own.

Friendly Filer is a tool for the whole family. It puts the power of the home computer at everyone's fingertips and lets people of all ages organize day-to-day tasks and activities. The range of subject matter that can be organized with *Friendly Filer* is limitless. It helps you keep records of things as diverse as your tax deductions, birthdays of friends and relatives, and information for homework assignments. In addition, using the program as a group provides your family with several opportunities to interact

in a fun and educational manner. Finally, the real secret to *Friendly Filer* is to make it work for you. Several examples of how to use the program follow. You may change or modify these samples to better suit your individual needs.

PART II—SUGGESTED APPLICATIONS AND ACTIVITIES

Presidents File

The "Presidents File" on Side Two of the program disk gives you a sample of the *Friendly Files** which are available separately for use with *Friendly Filer.* This formatted file disk also allows you room for some of your own files. In practicing your newly-gained database management skills, you will find the "Presidents File" both enjoyable and informative. In order to use the "Presidents File," choose #4, "Use Friendly Filer," from the *Friendly Filer* disk menu. Then from the "Using Friendly Filer" menu, choose #3, "Search a File," turn the disk over, press <RETURN> as the program instructs you, then choose #1, the "Presidents File." Then choose SORT or SELECT to get a list of the FIELD NAMES. This will tell you the kinds of information available in this file. Here are examples of some interesting searches you might carry out with this file:

- SORT by the "Length of Term," Field #6, to find out which president was in office the shortest amount of time,
- SORT by "Reason Term Ended," Field #7, to find out which presidents were assassinated, defeated, or died in office.

To find out the name of Millard Fillmore's Vice President, SELECT by "Name," Field #1, and type in "Fillmore." Then view President Fillmore's record and find the answer to your question. The "Presidents File" offers information on all 39 presidents, and is valuable for homework projects and as a general reference file. The file can be up-dated with new data each presidential election year.

Examples of Friendly Filer Files

The following examples are included to illustrate some specific ways that every member of the family can use *Friendly Filer.* Each example has a brief description and a sample record to get you started. You can make changes to adapt these examples to your particular needs. Also, they provide practice files that you can use to become more familiar with the various functions of *Friendly Filer.*

* Order from Grolier Electronic Publishing, Danbury, CT or contact your nearest software dealer.

Try creating a few of the files and experimenting with the program's functions. Soon, you will be proficient at creating, sorting, selecting, and printing your own files.

Homework Helper

As a homework aid, *Friendly Filer* helps organize information for reports or keeps track of important facts that you need to study for a test at school. Just entering information into the program FILES can be an aid to memory in the same way that outlining helps you organize and remember facts. Here is a sample RECORD for the United States which might be part of a FILE on countries of the Western Hemisphere.

FILE NAME: WESTERN HEMISPHERE
NUMBER OF RECORDS:
SAMPLE RECORD
FIELD 1: COUNTRY NAME
United States
FIELD 2: POPULATION
230000000
FIELD 3: AREA (SQ. MILES)
3615211
FIELD 4: TYPE OF GOVERNMENT
Democracy
FIELD 5: CAPITAL
Washington, D.C.
FIELD 6: MOUNTAIN RANGES
Rocky Mts., Appalachian Mts.
FIELD 7: RIVERS
Mississippi, Missouri, Columbia, Ohio

The RECORDS in this FILE can be SORTed by any of the FIELDS to organize a report. For example, SORTing by population would give a list of the countries in the Western Hemisphere in order of their population size beginning with the smallest.

Home Inventory

Here is a project for the whole family. Having an inventory of the items in your home for insurance and other purposes is a good idea. Doing a room-by-room inventory is useful and can be fun. *Friendly Filer* is the perfect place to create and keep such a file. The information can be accessed easily and updated when necessary. Here is a suggested template for a home inventory file.

FILE NAME: HOME INVENTORY
NUMBER OF RECORDS: 360

SAMPLE RECORD

FIELD 1: ITEM NAME
television

FIELD 2: LOCATION
living room

FIELD 3: SERIAL NUMBER
X014357

FIELD 4: MANUFACTURER
Panasonic

FIELD 5: DATE PURCHASED
82/9/16

FIELD 6: COST
385.57

FIELD 7: DESCRIPTION
23-inch, color, remote control

* see NOTE below

It is a good idea to keep this file on a separate disk and to store the data disk in a safe place. In case of an emergency, you will have ready access to the necessary information. You may also want to print this FILE, and store the printed copy in a safe place.

Address and Date Keeper

Keeping track of birthdays, anniversaries, and other important dates can be a real chore. *Friendly Filer* can organize the information for you and give you an extra bonus of data at the same time. Here is a suggested FILE structure.

FILE NAME: PEOPLE AND DATES

NUMBER OF RECORDS: This depends upon the number of people you want to include in this FILE.

SAMPLE RECORD

FIELD 1: NAME
Robertson, Geraldine

FIELD 2: STREET
123 Sterling Place

FIELD 3: CITY, STATE, ZIP
Brooklyn, NY 11227

FIELD 4: TELEPHONE
212/555/1066

** see NOTE below

FIELD 5: BIRTHDAY
51/10/31

FIELD 6: ANNIVERSARY
72/8/23

FIELD 7: PAST GIFTS
vase, flowers

This FILE serves as an address book and telephone directory as well as a date keeper. You can sort the RECORDS by month and have a list of important birthdays. You can use this FILE to send cards at the holidays.

* Entering dates in this format (year/month/date) allows you to SORT by date, and SELECT by year only, year and month, or by year, month, and date.

** As with dates, using the slash in the phone number will allow you to SORT and SELECT phone numbers easily.

Tax Deductions

Keeping track of expenses throughout the year that are tax deductible can be difficult. With *Friendly Filer* you can set up a FILE that makes it easy to sort your deductible expenses at tax time. Include any items in this FILE that may be deductible, then let *Friendly Filer* do the work of SORTing them into the appropriate categories for you.

FILE NAME: TAX DEDUCTIONS
NUMBER OF RECORDS: 360
SAMPLE RECORD
FIELD 1: ITEM
truck rental
FIELD 2: DEDUCTION CATEGORY
moving expense
FIELD 3: DATE
85/3/6
FIELD 4: AMOUNT
406.82
FIELD 5: HOW PAID?
Master Card
FIELD 6: COMMENTS

At tax time, you can SORT and SELECT among these RECORDS by category of tax deduction, by date, or by amount.

Credit Card Information

An important file in every household is a list of credit card account numbers and related information. *Friendly Filer* helps keep track of this information so that it is readily available when you need it.

FILE NAME: CREDIT CARDS
NUMBER OF RECORDS: Equal to the number of accounts you have plus some room for new accounts.
SAMPLE RECORD
FIELD 1: CARD NAME
Visa
FIELD 2: CARD NUMBER
0000 0000 0000 0000
FIELD 3: EXPIRATION DATE
86/10
FIELD 4: DATE OF ISSUE
73/6
FIELD 5: CREDIT LIMIT
2000
FIELD 6: EMERGENCY NUMBER
800/555/0000
FIELD 7: CARDS ISSUED
Fred, Madge

Monthly Expense Record

You can maintain a record of household or business expenses that provides you with a current list any time you need it. You can, of course, SORT this list in creative ways to give you a picture of your expenses by the month or by any category you choose. This kind of record is a useful supplement to your checkbook records. It is especially helpful for budgeting or for tax preparation.

FILE NAME: MONTHLY EXPENSES

NUMBER OF RECORDS: This depends upon the number of expenses you have each month. You will probably create more than one RECORD for each month since you are likely to have more than six expenses for each month. Each RECORD will have its own FIELDS, however.

SAMPLE RECORD #1

FIELD 1: DATE
85/1

FIELD 2: MORTGAGE PRINCIPLE
106.52

FIELD 3: MORTGAGE INTEREST
651.41

FIELD 4: ELECTRICITY
106.91

FIELD 5: GAS
87.52

FIELD 6: TELEPHONE
52.90

FIELD 7: ASSESSMENT
30.00

SAMPLE RECORD #2

FIELD 1: DATE
85/1

FIELD 2: MASTERCARD
206.91

This RECORD has the same FIELD #1 (DATE) as the previous one. If you SORT or SELECT for January 1985, (85/1) all RECORDS with this FIELD come up. Also, whenever you SORT or SELECT for any of the FIELDS in this FILE, the month for the expense is displayed along with the information selected. By naming the two RECORDS identically, you have actually continued the January 1985 RECORD onto a second "card." You can continue with as many RECORDS as you need for any one month.

Collections/Hobbies

If you have a collection or a hobby that requires you to keep records, *Friendly Filer* is the perfect tool for you. You can keep track of your collection and find many interesting ways to sort the information.

FILE NAME: COIN COLLECTION
NUMBER OF RECORDS: 90
SAMPLE RECORD
FIELD 1: ITEM
penny
FIELD 2: TYPE
Indian Head
FIELD 3: DATE
1903
FIELD 4: CONDITION
mint
FIELD 5: VALUE
300
FIELD 6: FLAWS
none
FIELD 7: COMMENTS

Club File

If you belong to a club or other organization, *Friendly Filer* can help you keep track of your membership records. You can easily update your FILES to keep them current. Also, you can SORT or SELECT the RECORDS you need for a particular purpose.

FILE NAME: PTA MEMBERSHIP
NUMBER OF RECORDS: 360
SAMPLE RECORD
FIELD 1: NAME
Johnson, Linda & Jim
FIELD 2: CHILDREN
Kevin (7), Cindy (10)
FIELD 3: ADDRESS
4892 Adams St.
FIELD 4: TELEPHONE
621/0987
FIELD 5: DUES
paid through 6-86
FIELD 6: COMMITTEES
publicity, textbooks

Business Record Keeper

The young entrepreneur or anyone with a business at home can find many uses for *Friendly Filer.* Keeping track of customers is one example.

FILE NAME: PAPER ROUTE
NUMBER OF RECORDS: The number of current customers plus room to grow.
SAMPLE RECORD
FIELD 1: CUSTOMER NAME
Schwartz, Mr. & Mrs.
FIELD 2: ADDRESS
401 N. Main St.
FIELD 3: TELEPHONE
312/6148

FIELD 4: SUBSCRIPTION EXP
86/6
FIELD 5: SPECIAL INFORMATION
paper on porch
FIELD 6: EDITION
morning and evening
FIELD 7: OTHER INFORMATION
on vacation 5-20 to 5-31

Diet Manager

Anyone who has ever been on a diet knows that keeping track of the calorie values of various foods is one of the most difficult parts of any diet plan. With *Friendly Filer,* you can create a record of food values that will help you plan your diet and keep track of your progress. You can set up two FILES to help you do this.

First set up a FILE for the foods you want to include in your diet.

FILE NAME: DIET FOODS
NUMBER OF RECORDS: Equal to the number of foods you want to include in your diet.
SAMPLE RECORD
FIELD 1: ITEM
cottage cheese—1% milkfat
FIELD 2: CALORIES PER SERVING
90 per cup
FIELD 3: VITAMINS/MINERALS
A:2% C:0% I:0% CA:4% B12:8%
FIELD 4: CARBOHYDRATES
30 g/cup
FIELD 5: PROTEIN
22 g/cup 50% RDA
FIELD 6: SERVING SUGGESTIONS
w/fruit, veg, wheat germ
FIELD 7: COMMENTS

Next, set up a FILE of your daily intake and progress.

FILE NAME: DAILY DIET
NUMBER OF RECORDS:
SAMPLE RECORD
FIELD 1: DATE
85/6/1
FIELD 2: BREAKFAST
cereal w/ skim milk & fruit
FIELD 3: LUNCH
sm. tuna, toast, salad
FIELD 4: DINNER
chicken, b pot, gr veg
FIELD 5: SNACKS
fruit, popcorn
FIELD 6: GOAL
134 lbs.
FIELD 7: WEIGHT
138

You can use this personal database to plan your diet and to keep track of your progress.

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